

*Office Memorandum* • UNITED STATES GOVERNMENT

25X1A9a TO : Mr. [REDACTED]

DATE: 7 March 1949

FROM : Chief, Transportation Division

SUBJECT: Monthly Report of Transportation Division Activities - February 1949

The following report covering activities of the Transportation Division during the month of February 1949 is submitted pursuant to your request.

1. Truck Operations

The following truck operations were performed during the month:

7 trips to New York, N. Y.  
3 trips to Baltimore, Md.  
193 local hauls in and around Washington

2. Que Building Motor Pool Operation

1063 - Total trips made  
55.9 - Average number trips per day  
8429 - Total miles operated  
443.6 - Average miles per day  
7.9 - Average miles per trip  
10.0 - Average number cars in pool per day  
46.8 - Average time per trip

Comparison of total trips, total miles operated and average miles operated per day for past three months.

	<u>TOTAL MILES</u>	<u>TOTAL TRIPS</u>	<u>AVERAGE MILES PER DAY</u>
December	8878	1066	386.0
January	8472	1031	446.0
February	8429	1063	443.6

During the month the shuttle service between CIA Buildings and the Pentagon carried a total of 5444 passengers an average of 286.5 per day.

25X1A6a

3. Following is a report of the activities of the  
Garage:

Repair Jobs		19
*Labor	- \$ 143.50	
Parts	101.72	
Repair Jobs performed Outside		3
Labor	- \$39.00	
Parts	- 19.32	
Maintenance Work		71
*Labor	- \$1039.50	
Parts	333.77	
Maintenance Work (Performed by Mechanic's Helpers)		
Cars Washed	- 135	
Cars Lubricated	- 29	
Other Service Jobs	- 33	
Labor	- \$365.10	

The total value of labor performed by the mechanics (3) in the garage during the month was \$1183.00 compared with their total salary of \$718.62 indicating a saving of \$464.38. The value of labor performed by Mechanics' Helpers was \$365.10 compared with salaries of \$391.66, indicating an overall net saving of \$437.82 for the month.

4. Forty-two (42) passenger cars operated a total of 33,941 miles during the month while twenty-nine (29) trucks operated total of 12,239 miles.

5. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail Reservations	- 40
Airline Reservations	- 14
Hotel Reservations	- 1
Fare Quotations	- 97
Persons Processed Overseas-	5
Domestic Travelers	- 36
Transportation Requests	- 192

25X1A9a

Chief, Transportation Division